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GUIDANCE MATERIALS HANDBOOK

DANTES, CODE 10J

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Guidance Materials

Introduction

As a service to eligible military personnel, DANTES provides a variety of basic skills assessment instruments, such as

- **career and interest inventories**
 - **academic inventories, and**
 - **guidance instruments.**
-

Funding

These instruments has been purchased with appropriate funds and are intended for **MILITARY PERSONNEL ONLY.**

Note: In some cases, those education centers wishing to test family members or civilian personnel must order these materials from the publishers using the client's own funds. Each client is responsible for the cost of any materials ordered directly from the publishers.

Ordering Information

Ordering Procedure

Counselors order materials for active duty and Reserve component by e-mailing dist@navy.mil and providing their test center DANTES ID#, shipping address, and the DANTES Stock # for the item(s) desired.

Note: DANTES Stock Numbers for all materials are listed beside each item in this handbook.

DISCOVER[®] Career Planning Program

Background

DISCOVER[®] is a nationally recognized career planning program that makes delivering comprehensive personalized educational and career planning easy. Its 24/7 internet-based access meets the special planning needs of military personnel and can be reached from any internet connection. DISCOVER Site Maps guide users through a process that results in a workable, goal-directed education plan reflecting their unique needs and circumstances.

Some of the most distinctive features include:

- Military members may enter their military MOS, AFSC, or Rating and the program will match against civilian occupations.
- Career-relevant assessments of interests, abilities, and job values to help users identify and then explore career options that fit them best.
- Up-to-date, relevant information about occupations, majors, colleges, and training institutions – including SOC schools.
- An interactive planner that can be used to construct a course-taking plan that helps military personnel make full use of tuition assistance opportunities.
- Help with preparing for a successful job search by learning good interviewing skills, writing a resume and cover letter, and getting contacts, leads, and networking tips.
- An online portfolio for compiling results – including inventory results and favorite occupations, majors, and schools – which can be updated at any time.

Scoring and Planning

The internal interest, abilities, and values assessments are scored immediately. Counselors can access reports to work directly with individuals to put together a personally relevant course-taking plan and focus on helping the learner reach a meaningful career goal.

Site License

To obtain a site license to administer DISCOVER contact DANTES at counseling@navy.mil.

The site license allows the DISCOVER POC to distribute a password to eligible individuals who may then enter the program and establish a portfolio that can be updated at anytime.

Continued on next page

DISCOVER[®] Career Planning Program Continued

Military Family Members/Civilians

Because the only DISCOVER fee is an annual site license fee, there is no charge to individuals who utilize the DISCOVER program. The POC may give a password to any military family member or civilian authorized to use the education or family assistance services.

Career Assessment Inventory (CAI)

Background

An occupational interest inventory for both college-bound and non-college-bound individuals. The Career Assessments Inventory-Enhanced Version compares an individual's occupational interests to those individuals in 111 specific careers that reflect a broad range of technical and professional positions in today's workforce.

The inventory is used by guidance counselors in high schools, community colleges and universities to help students develop career and study plans, and by psychologists and human resource professionals to advise individuals on career development.

The CAI is available in both paper-based and internet-based versions.

Important Facts About CAI

The following important facts about the CAI should be noted:

- CAI is written at a 8th grade reading level, and
 - CAI can be self, group, or individually administered.
-

General Themes Scales

The inventory includes General Themes based on the widely accepted RIASEC model: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

Basic Interest Scales

Basic interest scales gives more specific interest in 25 career areas such as Electronics, Medical Services, and other practices.

Occupational Scales

Occupational Scales match an individual's likes and dislikes to those of people who have been satisfactorily employed in an occupation for a number of years. Respondents receive scores of each of the 111 occupations.

Note: Report Enhancements now available!

- Additional occupations
 - Additional web sites
 - DOT codes have been replaced with O*NET™ codes
 - Suggested reading materials have been updated in the interpretive reports
 - "Understanding Your Results" supplement is now included with both Mail-in and Internet program reports
-

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Career Assessment Inventory (CAI) Continued

Materials

The following materials are needed to administer the paper-based CAI:

CAI Materials	DANTES Stock No.
Mail-in Scoring Option	
CAI Profile Test Booklet	1113
OR	
CAI Interpretive Test Booklet	1115
Interpretive Manual	1114

To order the internet-based version see the instructions on page 8.

Score Reports

Examinees will receive either an **Interpretive** or a **Profile** score report in a paper version. The score report is generated from the type of test the examinee was administered.

Completed Answer Sheets

Mail completed CAI answer sheets (**must have either product code 26400 (Profile Report) or 26405 (Interpretive Report) in bottom right corner**) to:

**Pearson Assessments
ATTN: Scoring Dept
Box 1294
Minneapolis, MN 55440**

Include the following information:

- Counselor/TCO name
 - Return Address
 - Telephone number
 - Email address
-

Military Family Members/Civilians

The paper-based CAI is no longer available for military family members and civilians. To test they must visit:
<http://www.pearsonassessments.com/career/dantes-family.asp> and pay the appropriate fee.

Campbell Interest and Skill Survey (CISS)

Background

A contemporary interest and skill inventory for individuals who are college-bound or college-educated, the CISS test picks up where degrees leave off.

The CISS is available in either paper-based or internet-based versions.

Interest/Parallel Skill Scales

Like traditional interest inventories, the **interest scale** reflects the individual's degree of attraction for a specified occupational area. However, the CISS goes beyond traditional inventories by adding a **parallel skill scale** that provides an estimate of the individual's confidence in his or her ability to perform various occupational activities.

Note: Together, the two standardized scales of interest and skills provide more comprehensive, richer data than simply interest scores taken alone.

CISS Career Planner

A comprehensive career planning package to help individuals use their results from the Campbell™ Interest and Skills Survey to design a career or study plan. Specifically, the CISS Career Planner helps translate results into specific actions. For example, the planner helps individuals:

- Explore patterns and themes in their results
 - List plans for further study of 239 additional occupations and 159 fields of study
 - Analyze work and education as they relate to their values and priorities
 - Identify motivators and obstacles in their career goals.
-

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Campbell Interest and Skill Survey (CISS) Continued

Materials

The following materials are needed to administer pencil and paper version of the Campbell:

Materials	DANTES Stock No.
CISS Interest Pattern Worksheet	1121
CISS Survey Softcover Manual	1122
CISS Mail-In Report	1123
CISS Career Planner (Strongly Recommended) Note: We strongly recommend that 1 CISS Career Planner be given to each individual administered the CISS.	1131

To order the internet-based version see the instructions on page 8.

Scoring

Mail completed CISS report to:

**Pearson Assessments
ATTN: Scoring Dept
P.O. Box 1294
Minneapolis, MN 55440**

Include the following information:

- Counselor/TCO name
 - Return Address
 - Telephone number
 - Email address
-

Military Family Members/Civilians

The paper-based CISS is no longer available for military family members and civilians. To test they must visit:

<http://www.pearsonassessments.com/career/dantes-family.asp> and pay the appropriate fee.

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Campbell Interest and Skill Survey (CISS) Continued

CISS/CAI Internet Versions

Did you ever wish you could manage your career testing programs **online**? Now you can. The Pearson Assessments Internet Administrative Center puts you in control of your testing process from start to finish, including:

- Distributing vouchers for individuals taking Career Assessment Inventory (Enhanced and Vocational versions) and CISS inventories,
- Administering inventories over the Internet,
- Conveying results quickly and efficiently, and
- Monitoring all testing events with a simple status screen.

Counselors, to administer funded computer-based CISS/CAI to military personnel log onto:

<http://www.pearsonassessments.com/career/dantes-military.asp>

NOTE: Civilian/Family members will need to log on at this Web address:

<http://www.pearsonassessments.com/career/dantes-family.asp>

For questions concerning civilian CAI/CISS administrations contact Chris McMorris at Pearson Assessment at 1-800-627-7271 Ext. 6451 or e-mail chris.mcmorris@pearson.com.

Holland's Self-Directed Search (SDS)

Background The SDS career interest inventory engages the user in the evaluation of their abilities and interests.

Easy To Use The SDS easy-to-use format allows high school students, college students and adults to

- take the test
 - score it
 - interpret it on their own.
-

SDS Components The SDS consists of: Assessment Booklet, “You and Your Career Booklet”, Occupations Finder Booklet, Technical Manual, and Professional Manual.

Occupational Interest Users find their Holland SDS code based on scores in the following six areas of occupational interest called the Holland RIASEC Theory.

- Realistic
 - Investigative
 - Artistic
 - Social
 - Enterprising, and
 - Conventional.
-

Materials The following materials are needed to administer the SDS:

SDS Materials	DANTES Stock No.
You and Your Career	1151
Assessment Booklet	1152
Occupations Finder	1153
Technical Manual	1154
Professional User's Guide	1155

Military Family Members/Civilians For a fee payable by credit card online, military family members and civilians can log onto <http://www.self-directed-search.com> to take the SDS. Results are available immediately.

Kuder® Career Planning System

Background

The Internet-based Kuder Career Planning System* (<http://www.kuder.com>) combines interests, skills, and work values assessments with an online career portfolio with resume builder, education planner, and comprehensive educational and occupational exploration resources. Each assessment may be completed in approximately 20 minutes and the system may be accessed 24 hours a day from any Internet connection. Results are valuable for persons transitioning to the workforce or planning for postsecondary education and selecting college majors.

Centers access an administrative database management system that provides individual and aggregate results to assist counseling, tracking, and reporting.

* The Kuder Career Planning System with Person Match (interest inventory) is also available separately in a variety of pencil/paper formats – see below.

Survey Results

The Internet-based system provides results of each assessment immediately online. Interests and skills are rank-ordered based on career clusters. The reports introduce college majors and career options relating to the individual's interests and skills.

One Form

One form of the Kuder Career Search with Person Match (interest inventory), Kuder Skills Assessment, and Super's Work Values Inventory – revised is used by both genders and all scores, across either set of norms, are reported.

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Kuder® Career Planning System Continued

Materials

A selection of one of the following options is needed:

Kuder Career Planning System
(including interests, skills, and work values assessments, online career portfolio, and database management system)

- Internet-based format only

Kuder Career Search with Person Match (interest inventory)
(available as a component of the complete online system or separately in the following formats):

- Internet-based format (includes the interest inventory, online career portfolio, and database management system)
- Mail back format
- Fax back
- PC-based (provided on a CD-ROM)

To order materials e-mail counseling@navy.mil with the following information:

- Your site or base name and address
- Point of Contact and position
- E-mail of Point of Contact
- Commercial and DSN phone numbers, including fax numbers
- Format of Materials needed (online, fax-back, mail, CD-ROM)

Note: There are no paper Kuder materials in the DANTES Distribution Center. All needed materials are available directly from Kuder, Inc.

Scoring

For scoring of mail back and fax back formats, send forms to:

Kuder, Inc.
P.O. Box 277
Adel, Iowa 50003
Fax: (515) 993-5422
Call 1-800-314-8972 for questions

Military Family Members/Civilians

Kuder testing is funded for military personnel only.

Myers-Briggs Type Indicator® (MBTI®) Instrument

Background

For more than 50 years, the **MBTI** personality inventory has helped millions of individuals throughout the world gain a deeper understanding of themselves and how they interact with others. It enables people to transform themselves by giving them a unique tool for improving how they learn, communicate, and work.

MBTI results reveal characteristics unique to each personality type and show how they influence people's way of interacting with one another. The assessment is a key to both understanding the differences among people and improving communication in work settings, during the career exploration process, and in personal relationships. Research links job satisfaction and personality type, and the results explore preferred work tasks and work environments.

The inventory is used for career counseling in colleges and universities throughout the world.

Administration Requirement

One of the following requirements must be met to order and/or administer either the online or paper-based version of the MBTI.

1. Attend a DANTES four-hour workshop presented by CPP and which gives an overview on the ethical use of the instrument. You will receive a certificate at the end of your training. (This enables you to use the MBTI tool while working with the military only.) Point of contact for this verification is counseling@navy.mil.
2. Hold a bachelor's degree and satisfactorily completed a course in the interpretation of psychological assessments and measurements at an accredited college or university or
3. Have taken and passed a CPP-licensed certification workshop.

For questions, contact Chanda Barnaby at CPP at cbarnaby@cpp.com.

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Myers-Briggs Type Indicator® (MBTI®) Instrument Continued

Scoring Services

There are three types of scoring services available:

- **Online through SkillsOne** – CPP’s online assessment delivery system enables military personnel to take both the MBTI and the Strong online.
 - **Self-Scorable version** – perfect for group, classroom, and workshop settings. Provides instant results for on-the-spot interpretation.
 - **MBTI Complete** – for the first time ever, an online assessment and interactive interpretation – no counselor interpretation required
-

Online Administration

The MBTI assessment is available for online administration through SkillsOne, CPP’s state-of-the-art online assessment delivery system. Core benefits of administering your assessments through SkillsOne are:

- Personalization – create your own website with your own instructions and contact information.
 - Flexibility – your client can take the assessment at any time, from any location.
 - Automatic tracking – you receive an e-mail notification when your client completes the assessment.
 - Reduced administrative time – you can generate and print reports instantly; all reports remain accessible for two years for future reference.
 - The MBTI, in some cases, may be administered to a military spouse. Contact counseling@navy.mil for guidance.
-

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Myers-Briggs Type Indicator® (MBTI®) Instrument Continued

Reports Available

MBTI results are presented in accessible, user-friendly, well-organized reports

- The **MBTI Profile Report** provides your service members with their personality type, an explanation of their preferences, and a listing of characteristics frequently associated with their type.
- The **MBTI Career Report** provides the best occupational match for your service members, shows them the benefits of choosing a job that parallels their type, and discusses strategies to improve job satisfaction.
- **MBTI Complete** – for the first time ever, an online assessment and interactive interpretation – no counselor interpretation required
- To order online reports or for information, contact counseling@navy.mil or cbarnaby@cpp.com.

Self-Scorable Paper Version

The MBTI tool is also available in a **Self-Scorable paper version**. The Self-Scorable is perfect in a group, classroom, or workshop setting, or for clients without Internet access.

Materials

The following materials are available to help you administer the MBTI tool. These paper products can be ordered through DANTES after DANTES verifies the counselor's MBTI eligibility. (See page 13).

<i>Myers-Briggs Type Inventory Materials Paper products are ordered on your behalf by DANTES.</i>	DANTES Stock No.
Introduction to Type® booklet – for client - limit 300 per year	1182
Introduction to Type® and Careers booklet – for client - limit 100 per year	1120
MBTI Video – limit 1 per year	1178
MBTI Self-Scorable Version – limit 300 per year	1180
MBTI Manual – limit 1 per year	1181

Military Spouses

The MBTI, in some cases, may be administered to a military spouse. Contact counseling@navy.mil for information.

Myers-Briggs Type Indicator, Myers-Briggs, MBTI, and Introduction to Type are registered trademarks of the Myers-Briggs Type Indicator Test.

Strong Interest Inventory[®] & Skills Confidence Inventory (SCI)

Background

The most respected and widely used career planning instrument in the world, the **Strong Interest Inventory and Skills Confidence Inventory (Strong)** is available either as a paper-based or online assessment. The instrument enables Service members to discover their interests and perceived skills, and chart a plan of action for achieving a satisfying life of work and leisure. Now newly revised with more emphasis on business and technology careers, this authoritative assessment of unparalleled validity and reliability is more powerful than ever.

- The **Strong Interest Inventory** portion of the assessment provides an in-depth assessment of our client's interests among a broad range of occupations, work and leisure activities and educational subjects.
- **NEW!!! College Profile** (online only) identifies specific college courses, jobs, and extracurricular activities linked to themes of highest interest for and individual preparing themselves for college success.
- The **Skills Confidence Inventory** portions of the assessment measures your clients' perceived level of confidence in performing skills related to the Strong results.

The Strong compares your client's answers to a representative sample of the ethnic, racial, and demographic diversity of the U.S. workforce. Results from the Strong identify careers that best match your client's interests, with detailed descriptions of the various job functions within those careers.

To reveal the pattern of your client's interest, the Strong assessment consists of several different scales:

6 General Occupational Themes

Corresponding to the Holland RIASEC theory (Holland Themes), the Strong provides results on 6 General Occupational Themes (GOTs), broad interest patterns used to describe personalities and work environments.

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Strong Interest Inventory® & Skills Confidence Inventory (SCI),

Continued

30 Basic Interest Scales

Results on the 30 Basic Interest Scales give more specific information about your client's interest areas, such as:

- Computer Hardware & Electronics
 - Finance & Investing
 - Mechanics & Construction
 - Programming & Information Systems
 - Teaching & Education
-

244 Occupational Scales

The 244 Occupational Scales relate your client's interest patterns to those of satisfied workers in 122 occupations, such as:

- Accountant
 - Carpenter
 - Computer & Is Manager
 - Operations Manager
 - Retail Sales Manager
-

5 Personal Style Scales

The 5 Personal Style Scales of the Strong describe your client's preferred style of working, learning, leading, risk-taking, and team participation.

Administrative Indexes

Various administrative indexes help identify atypical response patterns and other factors that could impact the interpretability and validity of your client's results.

Administrative Overview

Age: 15 and up
Time: 40 - 50 minutes
Items: 351
Reading Level: 9th grade
Report Length: 10 pages (profile); 19 pages (interpretive report); 1 page SCI. These comprehensive reports enable the service member to study their results and follow action items to help make a satisfactory career choice.

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Strong Interest Inventory[®] & Skills Confidence Inventory (SCI), Continued

Reports

Results from the Strong are presented in an accessible, user- friendly well-organized 24-page report made up of the following:

- **Strong Profile** – ten-page report measures interests, not skills or abilities, that can guide the individual toward rewarding careers or educational programs.
- **Strong Interpretive Report** – nine-page report gives an in-depth interpretation and application of your client's Strong results, providing highly personalized information to the initial profile.
- **Skills Confidence Inventory Profile** – one-page report that describes how you perceive your own capabilities in performing the activities related to your results.
- **Strong Interest Inventory College Profile** – four-page report that helps the individual understand which courses and careers are related to their top ten Strong occupations, and the educational preparation typically needed for each occupation.

Online Administration

The Strong is available for online administration through SkillsOne, CPP's state-of-the-art online assessment delivery system.

Core benefits of administering your assessments through SkillsOne are:

- Personalization – create your own website with your own instructions and contact information.
- Flexibility – your client can take the assessment at any time, from any location.
- Automatic tracking – you receive an e-mail notification when your client completes the assessment.
- Reduced administrative time – you can generate and print reports instantly; all reports remain accessible for future reference.
- The Strong, in some cases, may be administered to a military spouse. Contact counseling@navy.mil for guidance.

Please contact counseling@navy.mil or cbarnaby@cpp.com for more information.

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Strong Interest Inventory® & Skills Confidence Inventory (SCI), Continued

Paper-Based Strong Instrument

The Strong Interest Inventory & Skills Confidence Inventory paper-based instrument has two forms:

- SII & SCI Prepaid Profile Report Answer Sheets – **Military only**
- SII & SCI Non-Prepaid Answer Sheets – **Civilian only**
(For civilian testing return the answer sheet along with a check for the appropriate amount (**SII & SCI Profile: \$8.95; SII & SCI Profile plus Strong Interpretive Report: \$14.95**) to the address below.)

The instrument is administered in the counselor's office. Send the completed answer sheets along with the counselor's name, return address, telephone number, and e-mail address to the CPP Scoring Center at:

**CPP Inc. Scoring Center
1150 Hamilton Ct
Menlo Park, CA 94025
1-800-624-1765**

Materials

The following materials are available to administer the Strong Interest Inventory and Skills Confidence Inventory:

<i>Strong Interest Inventory (SII) & Skills Confidence Inventory (SCI) Materials</i>	DANTES Stock No.
SII & SCI Prepaid Profile Report Answer Sheets – limit 100 per year	1108
Non-Prepaid Answer Sheets – 1994 Strong and SCI for civilians and family members only – limit 100 per year	1109
Strong & SCI Profile plus Strong Interpretive Report – for online administration e-mail counseling@navy.mil , or cbarnaby@cpp.com , 1-800-624-1765 Ext. 212. CPP normally gives 25 vouchers per request or more if justified.	Call or e-mail
Strong Interest Inventory, College Profile User's Guide – for counselor – limit 1 per year.	1107
<i>Strong Interest Inventory User's Guide</i> – for counselor– limit 1 per year	1110
<i>Strong Interest Inventory® Manual</i> – for counselor – limit 1 per year	1112
<i>Skills Confidence Inventory® Manual</i> – for counselor – limit 1 per year	1116
<i>Where Do I Go Next?</i> – booklet for clients – limit 300 per year	1128
<i>Exploring Career Options with the Strong Video</i> – limit 1 per year	3217

DANTES Guidance Instruments

Guidance Instrument Package	Purpose	Intended Population	How Delivered	How Scored
DISCOVER (CAGIS)	Assess career interests, abilities, and values to suggest career/education direction. Provides info on occupations, majors, schools, resumes, interviews, job seeking, and an online career portfolio.	All military personnel and family members from 9 th grade to adult ages.	Internet version (accessible 24/7 from anywhere); Windows CD version also available	Immediate scoring by the software for both the Internet and CD versions. POC: counseling@navy.mil
CAI* Career Assessment Inventory™ — Enhance version	Measures interest in careers both college-bound and non-college bound individuals.	High school students and adults	<ul style="list-style-type: none"> • Paper and pencil • On-line 	Paper version mailed in to: Pearson Assessments ATTN: Scoring Dept. P.O. Box 1294 Minneapolis, MN 55440 POC: Chris McMorris chris.mcmorris@pearson.com
CISS®* Campbell™ Interest and Skills Inventory	Measures self-interests and skills. Estimates individual's confidence in their ability to perform certain job tasks.	High school students and adults	<ul style="list-style-type: none"> • Paper and pencil • On-line 	Paper version mailed in to: Pearson Assessments ATTN: Scoring Dept. P.O. Box 1294 Minneapolis, MN 55440 POC: Chris McMorris chris.mcmorris@pearson.com
SDS* Holland Self-Directed Search	Find occupations that best suit one's interest/skills from 1300 occupations. A Directory of Occupational Titles is included.	Primarily adults	Paper and pencil, self-administered survey	Paper only. Users test, score and interpret without assistance. For questions, contact Holland's Customer Service at custsup@parinc.com or 1-800-331-8378.

* Available to civilians and military family members at a cost.

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Exhibit 1

DANTES Guidance Instrument (Continued)

Guidance Instrument Package	Purpose	Intended Population	How Delivered	How Scored
KUDER® Internet-based Kuder Career Planning System Also available separately: Kuder Career Search with Person Match (interest inventory)	Online interests, skills, and work values assessments combined with an electronic career portfolio and database management system. Introduces college majors and career options based on individual's interests and skills.	7 th Grade through Adult Life	Kuder Career Planning System: • Internet-based. Kuder Career Search with Person Match (interest inventory) is available separately in the following formats: • Internet-based • Mail back • Fax back • PC-Based (CD-ROM)	Internet-based system provides immediate results online. Mail back and Fax back formats are sent to: Kuder, Inc. P.O. Box 277 Adel, IA 50003 Fax: (515) 993-5422 POC: Scott Vandever vandever@kuder.com
Myers-Briggs Type Indicator® (MBTI®) Instrument	Helps clients gain a deeper understanding of themselves and how they interact with others. Enable clients to improve how they learn, communicate, and work.	High school students and adults.	• Online • Paper and pencil	• Online – generate and print report instantly • Self-scorable – on-the-spot interpretation POC: Chanda Barnaby at cbarnaby@cpp.com
Strong Interest Inventory® & Skills Confidence Inventory	Enable clients to discover individual interests and perceived skills, and chart a plan of action for achieving a satisfying life of work and leisure.	High school students and adults.	• Online • Paper and pencil	• Online – generate and print report instantly • Paper and pencil – send to CPP Scoring Center POC: Chanda Barnaby at cbarnaby@cpp.com